



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF STATE PROCUREMENT**  
1509 West Seventh Street,  
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Little Rock, Arkansas 72201-3966  
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<http://www.arkansas.gov>

**Memorandum**

To: Agency Procurement Officials, Purchasing Agents  
From: Robin Rogers, Team Leader  
Date: October 3, 2005  
Subject: Digital Copier Rental Contract

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The Digital Copier Rental Contract SP-06-0013R is now ready for use.

The contract awards are based on cost per copy, vendor brand, and county. (Each county will have a different list of available vendors.) Please refer [http://www.arkansas.gov/dfa/procurement/pro\\_index.html](http://www.arkansas.gov/dfa/procurement/pro_index.html) for a list of awarded vendors and equipment list available in your county.

Agencies are reminded of the following requirements that have been included in the contract awards:

1. This is a mandatory use contract for all State Agencies.
2. Under no circumstances will re-manufactured, refurbished, recycled, second-hand, previously owned, used or analog equipment be accepted.
3. All supplies/consumables, excluding paper and staples, but including drums and print heads for the equipment rented must be provided during the term of the contract and any extensions
4. Individual agency contracts for machines ordered from this contract will run for three (3) years from date of acceptance by the agency with ***NO extensions or options to renew.***
5. Ordering agency will issue a purchase order for the item desired and show delivery location with the name and phone number of the contact person at that location.
6. Vendors will not deliver a machine ordered from this contract outside the counties for which that machine was awarded.
7. Contract prices include:
  - a. Copier Cost
  - b. Accessories required to meet the minimum specs
  - c. Supplies
  - d. Basic set up in user location
  - e. Freight & Delivery
  - f. Instruction in operation
  - g. Technical Assistance
  - h. Operation Manuals
  - i. Surge Protector
  - j. Removal Charges

Contract copies may be downloaded at: <http://fiscal.state.ar.us/Copiers/copiers.html>.

[Vendor contact information](#), [contract highlights](#), [contract overview](#), [printing instructions](#), [contract items available per county](#), [Canon Dealer List](#) and [customer service tools](#) are also available on the web site.



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**AASIS Contract Information  
SP-06-0013R  
Digital Copier Rental Contracts**

Vendor	Contract #	Vendor #	Master Contract Validity Dates
Arkansas Copier	SP-06-0013R	100030709	October 1, 2005 through September 30, 2006
Business World	SP-06-0013R	100050054	
Canon	SP-06-0013R	100000184	
Copy Systems	SP-06-0013R	100001738	
Standard Business Systems	SP-06-0013R	100001815	
Xerox	SP-06-0013R	100000257	

Vendor	Category			Speed	AASIS Material #
All Vendors	Black & White	Graphic Color	Hybrid Color	10 – 14 ppm	10119110
All Vendors	Black & White	Graphic Color	Hybrid Color	15 – 19 ppm	10119111
All Vendors	Black & White	Graphic Color	Hybrid Color	20 – 24 ppm	10119112
All Vendors	Black & White	Graphic Color	Hybrid Color	25 – 29 ppm	10119113
All Vendors	Black & White	Graphic Color	Hybrid Color	30 – 34 ppm	10119114
All Vendors	Black & White	Graphic Color	Hybrid Color	35 – 39 ppm	10119115
All Vendors	Black & White	Graphic Color	Hybrid Color	40 – 49 ppm	10119116
All Vendors	Black & White	Graphic Color	Hybrid Color	50 – 59 ppm	10119117
All Vendors	Black & White	Graphic Color	Hybrid Color	60 + ppm	10119118
All Vendors	Black & White	Graphic Color	Hybrid Color	80 + ppm	10119119

Should you have any questions or need assistance with the new copier contract, please contact:

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